

### East Central College

1964 Prairie Dell Road  
Union, Missouri 63084  
636-584-6500  
[www.eastcentral.edu](http://www.eastcentral.edu)

### Admissions Office

ECC Campus  
636-584-6563  
[admissions@eastcentral.edu](mailto:admissions@eastcentral.edu)

### Division

Science and Engineering  
(636) 584-6632

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*Division Chair, Professor*

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### Program Director

Amber Dunn, LPN, RMA, AAS  
636-584-6922

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### Accreditations

The ECC Medical Assistant Program is accredited by the Commission on Accreditation of Allied Health Education Programs  
1361 Park Street  
Clearwater, FL 33756  
727-210-2350  
[www.caahep.org](http://www.caahep.org)



East Central College is accredited by the Higher Learning Commission and a participant in the Academic Quality Improvement Program (AQIP)  
30 N. LaSalle St., Suite 2400  
Chicago, Illinois 60602-2504  
1 (800) 621-7440

## THE CAREER

Medical assistants directly influence the public's health and well-being. They are multi-skilled professionals specifically educated to work in ambulatory settings performing administrative and clinical duties.

Specific tasks include phone support, bookkeeping, coordinating appointments, personally interacting with patients, coding paper and electronic health files and completing insurance forms. Some medical assistants also take patient vital signs and help with injections, examinations and lab test preparations under a doctor's supervision. By completing these tasks, medical assistants enable physicians to focus more directly on patient care.

## PROFESSIONAL TRAITS

Medical assistants should:

- ✓ Have strong oral and interpersonal communication skills
- ✓ Pay close attention to details
- ✓ Be proficient with office computer programs and related medical software
- ✓ Know how to carry out clinical assessment and treatment and utilize the equipment necessary to perform these tasks
- ✓ Have working knowledge of medical terminology, medical documentation and disease processes pertaining to each body system

## EMPLOYMENT OPPORTUNITIES

By 2020, the number of medical assistant positions is expected to increase by 31 percent, according to the U.S. Bureau of Labor Statistics. In May 2013, the annual average pay for these professionals was \$29,610 or \$14.24 per hour.

Jobs for medical assistants in healthcare organizations include:

- Acute and long-term hospitals
- Physician offices, clinics and labs
- Offices of other medical practitioners such as chiropractors
- Occupational health facilities
- Urgent care and outpatient surgical facilities

## THE PROGRAM

The ECC Medical Assistant Program is designed to train competent professionals to meet the needs of an ever-expanding allied health field.

It combines both formal education and practical experience to help participants master the complex body of knowledge and specialized skills necessary for a successful career. The program prepares competent, entry-level medical assistants in cognitive (knowledge), psychomotor (skills) and affective (behavior) learning domains.

Assuming appropriate placement scores, a full-time student can complete the certificate track in approximately 18 months.

## ADMISSIONS REQUIREMENTS

Students must have completed:

- ✓ High school diploma or the equivalent (documentation sent to the registration office)
- ✓ Application for admission
- ✓ A placement test as specified by the college (some coursework requires minimum placement results)

## PREREQUISITES

Students need to demonstrate proficiency in reading, English and mathematics based on the college assessment scores, or by taking the recommended/required classes. Students also should have basic keyboarding skills. Some of the courses may have additional prerequisites.

## ADDITIONAL PROGRAM INFORMATION

Standard Occupational Classification (SOC)  
31-9092.00

### Tuition and Required Fees

\$3,753 (In-District)

\$5,135 (Out-of-District)

### Books and Supplies

\$1,482

### Other Fees and Expenses

\$100

# MEDICAL ASSISTANT

## CERTIFICATE OF ACHIEVEMENT

Certificate of Achievement Program ( 39.5 credit hours)

The ECC Medical Assistant Program is fully accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP - [www.caahep.org](http://www.caahep.org)) - upon the recommendation of Medical Assisting Education Review Board (MAERB).

Please Note: All MDA Program requirements must be met with a minimum grade of a "C" or better with the exception of: MDA 1124 and 2134 which must have a minimum grade of "B" or better, and MDA 2234 which must have a grade of "Pass."

### CERTIFICATE COURSEWORK

COURSE	HOURS
FS 1000 Campus Orientation or FS 1001 Foundation Seminar	1
SC 1000 Laboratory Safety for Students	0
BI 1804 Introduction to Human Anatomy & Physiology Lecture/Lab	4

### FALL SEMESTER

MDA 1013 Administrative Procedures	3
MDA 1123 Office Interpersonal & Communication Skills	3
MDA 1124 Clinical Procedures	4
EN 1223 English Comp I or EN 1233 Honors English Comp I	3

### SPRING SEMESTER

MDA 2134 Medical Lab Procedures	4
MDA 1203 Medical Ethics for Healthcare Professionals	3
EM 1011 BLS/Healthcare Providers	0.5
HS 1003 Nutrition	3
HS 1113 Medical Terminology	3

### SUMMER SEMESTER

MDA 2223 Program Capstone: MDA Exit Review	3
MDA 2234 Medical Assistant Clinical Externship	4
HIM 1231 Introduction to Pharmacology	1
<b>Total Hours</b>	<b>39.5</b>

### TO CONVERT THIS CERTIFICATE INTO AN ASSOCIATE DEGREE, STUDENTS WILL NEED THE FOLLOWING:

COURSE	HOURS
MT 1303 Intermediate Algebra	3
PY 1103 General Psychology	3
EN 1403 Technical Writing	3
HIM 1243 Basic Principles of Disease	3
CS 1003 Microcomputer Applications or CS 1013 Survey of Computers	3
HI 1000/ PS 1000 Constitutions Study Module	0
History or Political Science Requirement	3
Ethics & Social Responsibility Elective	3
<b>Total Credit Hours</b>	<b>21</b>